CONTROLLING DATA IN THE CADET
ADMINISTRATIVE MANAGEMENT
INFORMATION SYSTEM (CAMIS)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USAFA WWW site at http://www.usafa.af.mil/scs/afapbf.htm.

This instruction implements AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*, responsibilities, and procedures for accessing and releasing computerized data in the Cadet Administrative Management Information System (CAMIS) while keeping the individual's right to privacy foremost. This instruction applies to all USAFA agencies and tenant units that use CAMIS.

This instruction requires us to collect, maintain, and protect data subject to the Privacy Act of 1974. The authority to maintain, use, and disseminate personal data is 10 U.S. Code, Sections 8013, 9331, 9349, and E.O. 9397. System of records notice, F035 AFA A, Cadet Personnel Management System, applies.

SUMMARY OF REVISIONS

Updates office symbols and references.

1. What CAMIS Is:

1.1. The Cadet Administrative Management Information System (CAMIS) consists of data bases with cadet personal, military, and academic information. The computerized data they contain produce predefined reports, research reports, and ad hoc queries. We construct data bases so that information stored by one organization and accessed by another has only one representation. For example, cadet

duty status, updated by the Directorate of Cadet Personnel (HQ USAFA/DPY), is used by many other organizations.

1.2. Because CAMIS data involves personal information and touches on an individual's right to data privacy, we control access to and release of CAMIS data. The responsible functional area representative (FAR) must limit data access to essential and official uses. Personal information in CAMIS may only be released to DoD officials and employees who need the records to perform their official duties. Disclosure of information to third parties, such as the general public, can only be done when the subject agrees orally or in writing. For release of other information, FARs must use the guidelines specified in para. 9.3, AFI 37-132, Air Force Privacy Act Program.

2. Terms Explained:

2.1. Data Base. The total accumulation of data elements which makes up the information to be retained on an individual. The CAMIS data base administrator maintains a detailed list of CAMIS data bases and the responsible FARs.

2.2. Data Element. A distinct unit of information.

2.3. Functional Area Manager (FAM). The person in charge of an office or work area with Federal Information Processing (FIP) equipment that accesses or processes CAMIS data.

2.4. Functional Area Representative (FAR). An individual, designated by letter from each staff element or tenant unit, who controls CAMIS data elements. FARs also manage software requests and ensure the FAM is aware of security requirements for ADP equipment, including remote terminals which access and manipulate data in the CAMIS data bases. The designated FAR controls the use or release of a CAMIS data element. For example, grade point average (GPA) is an assigned data element of the Dean of the Faculty (HQ USAFA/DF) for whom the FAR is the Registrar and Director of Academic Affairs (HQ USAFA/DFR). Therefore, HQ USAFA/DFR controls the use and release of GPA.

3. Who Makes CAMIS Work?

3.1. Software Systems Flight, Communications Squadron (10 CS/SCA):

3.1.1. Maintains the integrity of CAMIS data bases and the performance of the CAMIS Data Base Management System.

3.1.2. Develops CAMIS data retrieval and data manipulation programs when staff elements request it through the respective FAR.

3.1.3. Ensures full compliance with Privacy Act requirements until authorized users receive output products.

3.1.4. Makes CAMIS data available to those with written authorization for the data.

3.1.5. Assists FAMs to meet security requirements for protecting data and FIP equipment in the functional areas.

3.2. Director of Athletics (HQ USAFA/AH), Commandant of Cadets (Commander, 34th Training Wing (34 TRW/CC)), Dean of the Faculty (HQ USAFA/DF), Director of Admissions (HQ USAFA/RR), Director of Accounting and Finance (HQ USAFA/FM) (Cadet Pay), Commander of USAFA Preparatory School (HQ USAFA/PL), and Director of Plans and Programs (HQ USAFA/XP):

3.2.1. Designate, by letter to 10 CS/SCA, a functional area representative (FAR) with delegated authority to approve all data requests.

3.2.2. Designate, by letter to 10 CS/SCA, individuals who may submit input and receive output from CAMIS.

3.3. Institutional Research (HQ USAFA/RRER) must approve any changes to historical-related CAMIS tables and additions or deletions of data elements in CAMIS. HQ USAFA/RRER must coordinate all CAMIS data element change requests with the MAJCOM Data Administrator to ensure standardized elements under AFI 33-110, *Air Force Data Administration Program.*

3.4. FARs:

3.4.1. Serve as the liaison between their functional organization and 10 CS/SCA for data and software requirements.

3.4.2. Supervise data elements assigned to their functional organization.

3.4.3. Coordinate on and manage software requests for their respective functional organization.

3.4.4. Ensure those who retrieve or use data from CAMIS meet Privacy Act requirements.

3.4.5. Ensure the responsible FAR coordinates on the use of data contained in a data request.

3.4.6. Ensure the FAM implements security procedures to protect ADP equipment and to prevent unauthorized access of the CAMIS data bases.

4. How to Use CAMIS:

4.1. Any staff member may request data or software but the FAR must approve before submitting the request to 10 CS/SCA.

4.2. If a software request requires data elements that are the responsibility of a related mission element, the FAR of the requesting mission element will obtain coordination from the related FAR to use the data elements. When verbal coordination is obtained, include a statement certifying this coordination.

4.3. 10 CS/SCA processes data requests and returns the output products to those designated to receive them.

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